

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SENIOR PROCUREMENT OFFICER

Role Title: Procurement Officer II

Position #00536

Pay Band 5, Level II Hiring Range: \$42,614 - \$81,000

Closing Date: February 13, 2017

The Division of Procurement and Contract Management seeks to expand its staff with the addition of an experienced procurement and contract professional to aid the Department in managing multiple high dollar, complex healthcare and healthcare administration projects through the entire solicitation lifecycle (primarily Request for Proposals, Invitation for Bids, and Sole Source procurements). This new position will serve as a procurement team member, and as such will be responsible for issuance of solicitations, receipt of proposals, evaluation of technical proposals & analysis of cost proposals, negotiations, documenting the procurement file, awarding of contracts, and processing of electronic eVA purchase orders, among other solicitation responsibilities. This position shall ensure procurements are completed in accordance with the Code of Virginia, the Agency Procurement and Surplus Property Manual (APSPM), the VITA BUYIT manual, and DMAS policies and procedures. Qualified candidates must have considerable knowledge of the Virginia Public Procurement Act (VPPA), the Agency Procurement and Surplus Property Manual (APSPM), and experience using eVA (the Commonwealth's electronic procurement system). Must possess strong contract administration skills, and must also demonstrate experience and familiarity in contract drafting/composition, modification, and tracking techniques. Must demonstrate the ability to develop and manage large scale procurements (RFPs). Requires demonstrated ability to work independently and as part of team. Must demonstrate ability to work successfully with other Agency staff, staff at other agencies, and actual or potential contractors. Requires proven ability to communicate effectively, both orally and in writing. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Must be proficient using office productivity software for the PC and have proven ability to develop and maintain a contract database. Health care, medical, or insurance experience is preferred. Graduation from an accredited college or university with a major in business or public administration, accounting, law, or related field is preferred; extensive experience in procurement and/or contract administration may substitute for an advanced degree. Virginia Contracting Officer (VCO) certification preferred but other state or federal government work experience may substitute Virginia contracting certification. **VCO certification is required within one year of start or as training can be reasonably secured by the Department. Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests form at the time of employment and annually thereafter.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include

complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA